

Director of Training

21 May 1953

Chief, Intelligence Training Division

Weekly Report

Submitted herewith is the report for the week ending 21 May:

1. The Registrar informed us on 19 May that she had received 32 names for BIC (I) 10, starting 1 June. A schedule has been prepared for this course, and we are ready to handle an enrollment of the size indicated.

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2. The staff met with [REDACTED] on Tuesday to discuss the new training evaluation form. Various changes were suggested for incorporation in a revised form when that seems desirable. [REDACTED] is considering the applicability of the form to courses of the Reading Improvement Branch.

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3. [REDACTED] is supervising three employees awaiting clearance. They are currently working in a room in the R&S Building.

4. The Reading Improvement Branch began four new classes on 18 May.. Eleven Agency Offices are represented in these classes, and the grades of trainees range from GS-3 to GS-15. Currently there are 85 students enrolled in 6 training courses and 7 in one retention course.

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5. [REDACTED] and her staff have been continuing work on the Foreign Language Developmental Program. A copy of a draft prospectus is attached. This prospectus is being discussed with [REDACTED] next week.

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[REDACTED]
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SMJ/MS:eb

Distribution:

- 1 - Lab
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